



**TOWN OF WETHERSFIELD**  
**DEPT. OF PLANNING AND ECONOMIC DEVELOPMENT**  
**505 SILAS DEANE HIGHWAY**  
**WETHERSFIELD, CONNECTICUT 06109**  
**(860) 721-2837 FAX (860) 721-2843**

## ADMINISTRATIVE SIGN APPLICATION

Street Address of Sign: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Is this a new business/business owner? (circle one) *Yes* or *No*.

Name of Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

**The following support information MUST be submitted along with a complete application:**

- **Rendering to scale of the proposed sign with the dimensions and colors**
- **Each sign requires a separate application**
- **A site plan or elevation drawing depicting the sign location and landscaping**
- **Information regarding existing signage (type, location, square footage)**
- **\$25.00 fee for each sign (cash or check made payable to the "Town of Wethersfield")**

**PLEASE CHECK BELOW THE APPLICABLE PROPOSED SIGN TYPE**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Awning/Canopy  | <input type="checkbox"/> Gas Station Product Sign    | <input type="checkbox"/> Off premise Event            | <input type="checkbox"/> Temporary Sign     |
| <input type="checkbox"/> Bulletin Board | <input type="checkbox"/> Open                        | <input type="checkbox"/> Historic Marker              | <input type="checkbox"/> Wall Sign          |
| <input type="checkbox"/> Sponsorship    | <input type="checkbox"/> Government/Historic<br>Org. | <input type="checkbox"/> Portable Sign                | <input type="checkbox"/> Civic Organization |
| <input type="checkbox"/> Detached Sign  | <input type="checkbox"/> Menu Board                  | <input type="checkbox"/> Real Estate Development Sign | <input type="checkbox"/> Special Event      |

**PROVIDE THE FOLLOWING INFORMATION AS IT APPLIES TO THE PROPOSED SIGN TYPE:**

Is This a Face Replacement Only? (circle one) *Yes* or *No*. If yes, proceed to signature.

Sign Construction Materials: \_\_\_\_\_

Dimensions: \_\_\_\_\_ ft x \_\_\_\_\_ ft      Height from Ground to Bottom of Sign: \_\_\_\_\_ ft

Sign Area \_\_\_\_\_ Sq Ft      Distance from Property Line: \_\_\_\_\_ ft

Linear Business Frontage: \_\_\_\_\_ ft      Distance from the Curb: \_\_\_\_\_ ft

Extension from Wall: \_\_\_\_\_ ft      Street Frontage of Property \_\_\_\_\_ ft

Does the Site already have a Detached Sign? (circle one) *Yes* or *No*

Will the sign be illuminated? (circle one) *Yes* or *No*.

If yes, how will the sign be illuminated? (circle one) *Externally* or *Internally*.

Dates for use of temporary sign: *From* \_\_\_\_\_ *until* \_\_\_\_\_

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PROPERTY OWNER'S SIGNATURE**

\_\_\_\_\_  
**DATE**

(Approval based on information provided by applicant.)

**FOR STAFF USE ONLY**

**DATE RECEIVED**

**/\$25.00 FEE PAID**

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_